



# Purchasing and Procurement

Kelly Augsburger  
Auburn City Schools

# What we will cover:



Utilizing Purchasing  
Cooperatives



Utilizing purchasing  
cards



Bid laws



# Utilizing Purchasing Cooperatives



# Why Use Purchasing Cooperatives?

- Competitive
  - Contracts are established through a competitive bidding process
- Convenient
  - Save time and resources
- Flexible
  - Designed to meet the needs of organizations big or small
- Examples: Omnia, NJPA, NCPA, E&I, TIPS, NPP



# Best Practices

- Ensure that the purchasing cooperative you wish to use is approved by the State Examiners
  - <https://alison.legislature.state.al.us/epa-purchasing-coops>
- Review the state purchasing program
  - Verify that goods or services are not available through the state purchasing program, or if they are, they are offered at a price equal to or lower than the state contract

# Examples of Items Purchased by ACS

- Janitorial Supplies
- Furniture
- Technology
- PE Equipment
- Fleet vehicles
- Amazon Purchases

# Amazon Business and US Communities

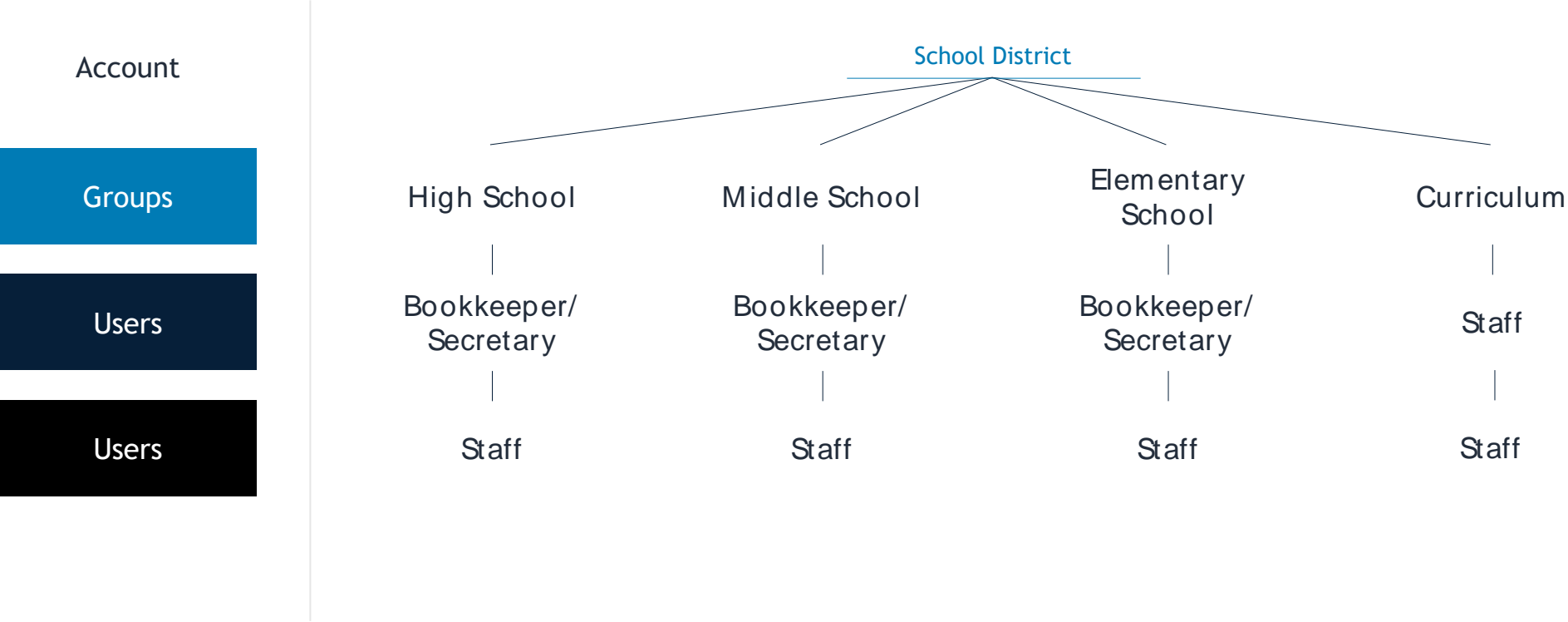
## ■ AL State approved purchasing vehicle for Amazon Business

### Awarded categories:

- Office Supplies
- Classroom, School, Art Supplies and materials
- Home and Kitchen
- Books
- Musical Instruments
- Audio Visual and Electronics
- Higher Education Scientific Equipment and Lab Supplies
- Clothing
- Animal Supplies, Equipment and Food
- Hard to Find Items



# Group Structure- K12 WORKFLOW MODEL





# Centrally Manage Tax Exemption

Select your organization type



Complete basic information and upload form



Certificate added to your account within 15 mins.\*

## What kind of tax exempt organization are you?

- ☐ Agriculture Production
- ☒ Education Institution
- ☐ Industrial Production/Manufacturing
- ☐ Nonprofit Religious Organization
- ☐ State/Local Government
- ☐ Other

Save and Continue

Back

## Please tell us about your organization:

Organization Name \*

Organization Description \*

Address Line 1 \* Street address, P.O. box, company name, c/o

Address Line 2 Apartment, suite, unit, building, floor, etc.

City \*

State \* State ▾

Country\* United States

Zip/Postal Code \*


You will be adding or modifying the following certificates.

Jurisdictions	Form Name
MI	Streamlined Sales and Use Tax Agreement Exemption Certificate (SSTGB Form F0003)

# Teachers: Sharing Carts For Approval

- ✓ Teachers can submit carts for approval directly to their bookkeeper
- ✓ This saves bookkeepers time
- ✓ Prices lock in the cart for 7 days while PO is being requisitioned

**Payer**  
Jefferson County Example - District Funds (School District Example)  
[Change](#)

**Payment method** [Change](#)  
 ending in 2395

**Use Chase Ultimate Rewards**  
Want to use Chase Ultimate Rewards® points for this order?  
[Learn More](#)

**Shipping address** [Change](#)  
ANDY TRAUM  
20 TAUNTON CIR  
FAIRFIELD, CT 06824-3819  
United States  
Phone: 9294410527

**Promotional Codes:**

**Business Order Information** [Change](#)

Purchase Order (PO) Number	YOUR NAME HERE
GL Code	FUND SOURCE CODE HERE
Requisition Number	REQUISITION # HERE

**Estimated Delivery:** Depends on Approval

**Submit order for approval**

By placing your order, you agree to Amazon's [privacy notice and conditions of use.](#)

**Order Summary**

Items:	\$95.00
Shipping & handling:	\$24.43
Free Shipping:	-\$24.43
<b>Total before tax:</b>	<b>\$95.00</b>
<b>Estimated tax to be collected:</b>	<b>\$0.00</b>

**Order total:** **\$95.00**

Qualifying offers:

- Free Shipping

[How are shipping costs calculated?](#)

You got free shipping on the eligible items in your order! ( [Why aren't all my items eligible?](#) )

## Business Prime Benefits

Price: amount paid per business account per year

Essentials

~~\$179~~  
\$129

Small

~~\$499~~  
\$379

Medium  
~~\$1,299~~ \$779

Public Sector  
~~\$3,499~~

Single membership for the  
entire business



Up to 3 users



Up to 10 users



Up to 100 users



Over 100 users

## Business Delivery

Free Two-Day Shipping

Free One-Day Shipping

Free Same-Day Delivery\*

Free Consolidated Shipping

Amazon Day Delivery\*

\*For eligible orders



## Pricing Benefits

Progressive Discounts

Prime Exclusives

Prime Day Deals



## Procurement Benefits

Spend Visibility powered by Amazon QuickSight



1 author  
1 reader



1 author  
3 readers



2 authors  
5 readers

Guided Buying



Prefer & Restrict



Prefer & Restrict



Prefer, Restrict, Block

## Payment Benefits

Extended Terms for Pay by Invoice with eligible membership  
plans upon approval



Flat 45 Days



Flat 45 Days



Flat 60 Days

## 5% Back or 90 Day Terms

For Amazon Business Prime American Express Card Members: Choose 5% Back or 90 days to pay interest  
free, during checkout at Amazon.com and Amazon Business (U.S.). Subject to credit approval. Terms Apply.  
See [americanexpress.com/AmazonBusinessCardTerms](https://americanexpress.com/AmazonBusinessCardTerms)



businessprime



# Utilizing Purchasing Cards



## Best Practices:

- Utilize cards as much as possible to optimize rebates on purchases you would be making anyway
- Have schools/departments set up to manage their own cards
  - Sign cards out, collect receipts, reconcile the statement and enter invoice monthly
  - Balanced at a district level at Central Office
- Card program administrated from Central Office level.
  - Card ordering and activation, overrides, spending limits, etc

# Bid Laws and Purchasing





# Guidelines: Alabama Competitive Bid Law

- Alabama competitive bid law applies to all expenditures for labor or service as well as the purchase or lease of materials, equipment, or supplies over \$15,000
- Bids must be advertised on bulletin board, nothing further required
- Sealed bids opened in public at time and date advertised
- Can purchase items from State of Alabama approved purchasing cooperatives when available in lieu of bidding out these items

# Guidelines: Public Works- Thresholds and advertising

- Public Works-
  - construction, installation, repair, renovation, or maintenance of public buildings, structures as well as any other improvement to be constructed, installed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise.
- Public Works advertising and bid rules apply to all expenditures over \$50,000
- Public works in excess of \$50,000 must be advertised once a week for three consecutive weeks in a newspaper of general circulation in the county of the improvement
- Public works in excess of \$500,000 must be advertised once in three newspapers of general circulation throughout the state

# Guidelines: Public Works-Bonds

- All bidders must file **bid bond** or cashier check, 5% of bid but not to exceed \$10,000
- **Performance bond** equal to 100% of contract issued from an Alabama Surety company within 15 days after presentation of contract
- **Payment bond** equal to 50% of contract price obligating the contractor make promptly payment to all persons providing work or supplies
- Sealed bids opened in public at time and date advertised
- **Cannot** purchase items from purchasing cooperatives
  - HVAC only exception and installation must be bid

# Questions?

Kelly Augsburger  
Auburn City Schools  
337.887.1908

[kmaugsburger@auburnschools.org](mailto:kmaugsburger@auburnschools.org)